

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT – JUVENILE DIVISION**

July 24, 2006

JOB OPENING

TITLE:

SECRETARY II

Reference #: CANPACT-SEC1-02

STARTING SALARY:

\$25,021.00

SALARY RANGE:

\$25,021.00 – \$37,846.00

CLOSING DATE:

For full consideration please submit resume by August 4, 2006, however resumes will be accepted until the position is filled.

SEND RESUME AND ACADEMIC TRANSCRIPT WITH COVER LETTER

COVER LETTER:

Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

SEND TO:

Secretary I

Reference #: CANPAC-SEC1-02

St. Louis City Family Court – Juvenile Division

920 North Vandeventer

St. Louis, MO 63108

EOE

QUALIFICATIONS:

Must possess a high school diploma or its equivalent, preferably supplemented with some college or professional clerical/secretarial experience desired. Must be knowledgeable in using Microsoft word, excel and PowerPoint. Typing skills of approximately 55 words per minute required. Must become a Missouri resident within six months of employment. Mandatory child/abuse neglect and police record check. Drug screen and physical required upon job offer.

DUTIES:

Perform work consistent with executive secretary type of position, such as carrying out confidential clerical and administrative procedures. Word Processing, filing, receptionist duties. Prepare a high volume of court documents on a daily basis.

JOB DESCRIPTION

DEPARTMENT: Probation

CLASS TITLE: Secretary II

CLASS DEFINITION: Under the general supervision of the Unit Supervisor, perform work of moderate difficulty, including greeting public, answering telephone and routing incoming calls, typing letters, affidavits, monthly reports, etc., primarily on word processing equipment, compiling statistical or other data processing information manually or on an automated system, and performing all other clerical functions as assigned. Assignments may include being called upon to substitute for other clerical positions in the Probation Department as well as other court departments.

EXAMPLES OF ESSENTIAL DUTIES:

- Type business letters, memoranda, social investigations, motions, general correspondence and other reports from handwritten copy or machine dictation.
- Type confidential reports and performance evaluations.
- Take, type and distribute unit meeting minutes.
- Procure services, supplies and equipment.
- Perform receptionist functions.
- Receive all incoming calls and route to appropriate individuals.
- Input to and/or retrieve information from the Justice Information System or other data entry programs.
- Compile and input statistical information from various sources for monthly reports, dockets and other special reports.
- Filing, including social files, as directed.
- Collect and distribute incoming and outgoing mail and files as directed.
- Receive and organize office supplies.
- Disburse office supplies and servicing office equipment.
- Provide substitute coverage for other clerical and secretarial positions and training form same.
- Regular and prompt attendance is considered an essential function of this position.

EXAMPLES OF NON-ESSENTIAL DUTIES:

- Other duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of office practices, procedures, clerical techniques and equipment, such as word processing equipment, electronic typewriter equipment, copy machine and dictation equipment. May need thorough math skills in certain assignments. Ability to correctly apply the English language, including spelling, punctuation and grammar. Considerable skill in dealing tactfully and courteously with the public.

MINIMUM QUALIFICATIONS AND REQUIREMENTS: Must possess a high school diploma or its equivalent. Three years clerical/typing/office experience desired. Typing skills of approximately 55 words per minute required. Experience using word processing equipment. Must be a Missouri resident.